

Office of Security

Trends and Highlights

January 1977

STATINTL

Approved For Release 2000/05/31 : CIA-RDP83B00823R000600010002-9

Next 1 Page(s) In Document Exempt

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P3M

DIRECTORATE

VI. Training Activities

	<u>January 1977</u>	<u>YTD</u>
EOD Briefings	4	4
Miscellaneous Briefings	0	0
External Training Enrollments by OS Personnel	7	7
Enrollments in OS Training Courses	35	35
Enrollments in Agency Training Courses by OS Personnel	36	36

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11 February 1977

MEMORANDUM FOR: Director of Security...

FROM :

:

Chief, OS/B&E

STATINTL

SUBJECT : FY - 1977 Funding Levels
and Obligations

1. Attached is a schedule of the Office of Security funding levels by Resource Package and obligations through 31 January 1977. It will be noted the funding levels for each package are those for other than personal services, which are broken out below. Following are some explanations in cases where these obligations rates vary significantly from a straight-line projection:

COMMUNITY
SUPPORT

Obligations include \$28,000 for cost of PR700A receiver for ITC.

INFORMATION
SECURITY

Funds include \$140,000 for computer security program, however only \$5,000 has been obligated at this time.

HEADQUARTERS
SUPPORT

This rate is high due to obligations for [REDACTED] which are included in the list of unfunded requirements.

TECHNICAL
SECURITY

Obligations include purchases of equipment in advance; also, obligations for TDY travel are running around 56%.

RECORDS

Obligations include contracts for ADP equipment rental and maintenance for the Four Phase system. It is estimated that the cost of the maintenance should be offset by a reduction in actual ADP rental costs.

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MANAGEMENT

Rate is low due to lack of obligations to funding for domestic PCS travel and supplies and equipment.

PHYSICAL
SECURITY

TDY travel and overtime costs are currently running at a higher rate.

CLEARANCE

Funds for equipment and storage have not been obligated.

POLYGRAPH

Obligations for TDY travel, overtime, training, and equipment purchases are running high.

SAFETY

Obligations are high in overtime, TDY travel, and equipment. These also include an automobile which could be charged to another FAN if necessary.

SECURITY
ANALYSIS

Funds for safehouses and equipment show no obligations. Safehouse has been cancelled.

INFORMATION
RELEASE

TDY obligations for travel to Plains, GA. to be transferred to DCI. Equipment rental for IRG was not adequately funded.

STATINTL

Obligations for overtime and temporary employees are running high.

2. It is suggested that the next area to be addressed should be TDY travel. As of 31 January, obligations for domestic and foreign TDY travel were 53.9% of funding levels.

STATINTL /S/

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Distribution:

Orig - Addressee
① - C/A&TD
1 - OS/B&F Subj
1 - B&F Chrono

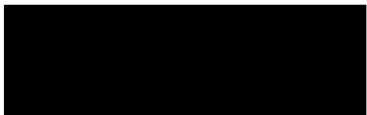
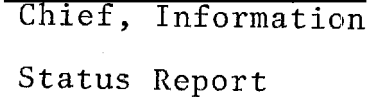
OS/A&TD/B&F/ [REDACTED] cls (14 Feb 77)

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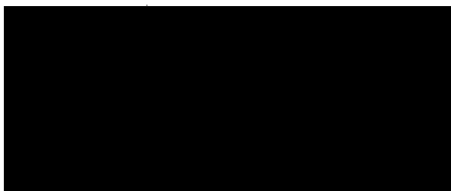
1077

STATINTL

MEMORANDUM FOR: Policy and Plans Group
ATTENTION : 
FROM : 
Chief, Information Review Group
SUBJECT : Status Report

During the month of January, the Information Review Group received 96 Privacy Act cases and closed 184. Pending at the end of the month was 111. During the same period, we received 13 Freedom of Information Act cases and closed 26. Pending FOIA at the end of the month was 27.

STATINTL



INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - JANUARY 1977

The Information Systems Security Group completed sixty cases during the month of January 1977. Statistically, the cases break down as follows:

Management	24
Information Systems Security	27
Top Secret Control	5
External Support	<u>4</u>
Total	60

ADMINISTRATIVE INTERNAL USE ONLY

10 February 1977

MONTHLY HIGHLIGHTS REPORT
Special Security Center

January 1977

25X1A

STATINTL

1. The Compartmented Information Branch, (CIB), during January deleted 2,836 names from the SPECLE Computer and added [REDACTED] names bringing the total number of names in SPECLE II to [REDACTED] at the end of January 1977. There were 1,666 cable actions and 95 briefings and debriefings conducted by CIB personnel. Twenty-one hardcopy computer reports and six micro fische were supplied to various Intelligence Community customers during January.

2. Two Hundred Thirty (230) briefings were given to 116 CIA employees. In addition 90 briefings were presented to 40 non-CIA personnel, as follows:

<u>U. S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
Justice	5	11
White House	5	15
NSC	3	17
Agriculture	4	8
Department of Transportation/FAA	1	1
Environmental Protection Agency	1	2
Nuclear Regulatory Commission	1	1
Treasury	1	2
GSA	3	5
IC Staff	13	20
<u>Contractors</u>	<u>People</u>	<u>Briefings</u>
[REDACTED]	1	2
[REDACTED]	2	6

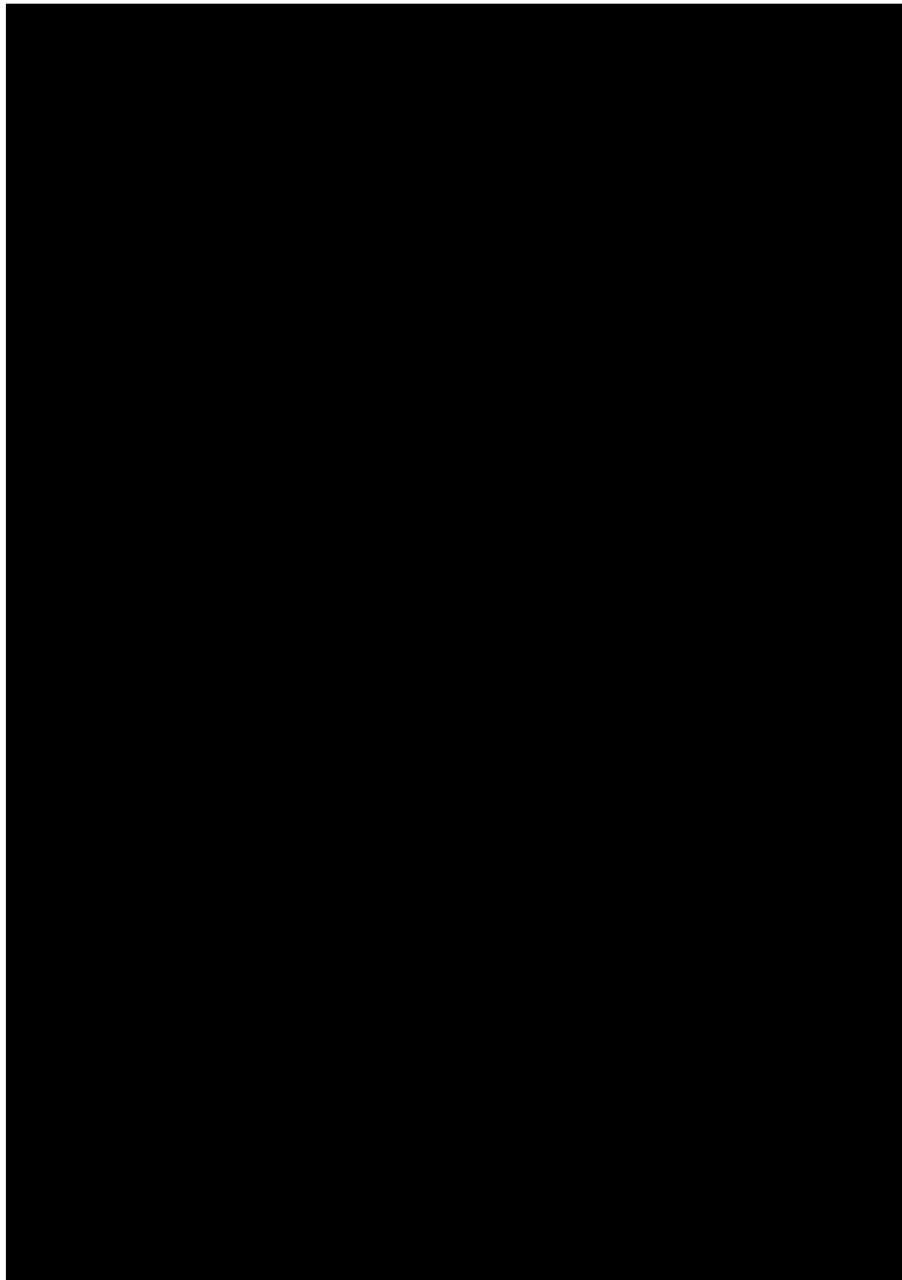
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3. Two (2) Agency personnel were accredited as Emergency Codeword Couriers.

4. During January actions affecting the SCI accreditation of the following organizations were processed:



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4 FEB 1977

STATINTL MEMORANDUM FOR: Deputy Director of Security (P&M)
FROM : [REDACTED]
 Chief, Security Records Division
SUBJECT : SRD Productivity Data

Attached is a copy of the SRD Statistical
Report - FY 1977, covering the period through January
1977.

STATINTL
[REDACTED]

Attachment:
As Stated

cc: C/PPG

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ADMINISTRATIVE - INTERNAL USE ONLY

SECURITY RECORDS DIVISION - INDICES ACTIVITIES						FISCAL YEAR - 1977			
	PRIORITY REQUESTS	SCOPE SEARCHES	NAMES MANUALLY SEARCHED	NAMES CHANGED	SECURITY DOCUMENTS NUMBERED	CARDS PURGED	CARDS TYPED	CARDS FILED	TOTAL SANCA RECORDS
OCT.	845	7546	365	44	1394	214	657	2869	1,890,328
NOV.	1229	4471	1143	25	1188	337	1003	3255	1,892,703
DEC.	799	3132	618	30	781	198	461	2397	1,894,354
JAN.	877	3589	345	17	789	222	702	2489	1,896,192
FEB.									
MAR.									
APR.									
MAY									
JUN.									
JUL.									
AUG.									
SEP.									
TOTAL									

ADMINISTRATIVE - INTERNAL USE ONLY

SECURITY RECORDS DIVISION - FILING ACTIVITIES

FISCAL YEAR - 1977

	FILES REQUESTED	FILES PULLED	FOLDERS FILED	FILES RECHARGED	DELINQUENT FILES	DOCUMENTS FILED	UNFILED DOCUMENTS
OCT.	15258	13461	15201	5010	41	7032	1500
NOV.	12810	11359	15417	4319	40	5567	1500
DEC.	10632	9353	15582	3067	564	6384	500
JAN.	11378	11129	17625	5527	570	1867	3500
FEB.							
MAR.							
APR.							
MAY							
JUN.							
JUL.							
AUG.							
SEP.							
TOTAL							

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SECURITY RECORDS DIVISION - SYSTEMS SUPPORT BRANCH								FISCAL YEAR - 1977			
	NAME SEARCHES	SEARCHES OF NAMES FROM CASES	SANCA "HITS"	UPDATE TRANSACTIONS	OSCCAR TRANSACTIONS	MISC KEY PUNCH ACTIVITY	TERMINAL "DOWN" TIME	DODCI REQUESTS SENT	NACC REQUESTS RECEIVED	NACC NO RECORDS SENT	DODCI REPLY CARDS RECEIVED
OCT.	8557	14602	19506	2906	14889	2249	6H20M	1758	1260	1438	2197
NOV.	6960	14434	17620	3837	16653	3066	10H15M	1791	1008	652	2665
DEC.	6070	12086	13920	2715	14835	4111	28H25M	2066	1076	1303	2105
JAN.	8216	14430	18646	2880	12978	8520	4H55M	1317	1230	743	1744
FEB.											
MAR.											
APR.											
MAY											
JUN.											
JUL.											
AUG.											
SEP.											
TOTAL											

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SECURITY RECORDS DIVISION - MICROFICHE & RETIREMENT ACTIVITIES FISCAL YEAR - 1977

	FILES SELECTED FOR TOTAL PURGING	FILES RETURNED TO SHELVES	FILES SELECTED FOR MICROFICHING	TOTAL FILES REVIEWED	PAGES MICROFICHED	FILES MICROFICHED	TOTAL FILES ON MICROFICHE	RETIRED FILES IN RECORDS CENTER	FILES RECALLED FROM RECORDS CENTER	FILES REACTIVATED FROM RECORDS CENTER
OCT.	25	680	579	1284	30973	650	82,365	248,723	160	30
NOV.	31	792	750	1573	40838	704	82,998	248,679	243	44
DEC.	0	560	607	1167	28948	538	83590	248,621	414	58
JAN.	5	600	527	1102	27020	545	84041	248,573	360	48
FEB.										
MAR.										
APR.										
MAY										
JUN.										
JUL.										
AUG.										
SEP.										
TOTAL										

PSI

DIRECTORATE

PSI

Monthly Activities of the PSI Directorate
(January 1977)

Clearance Division Activity

Total Cases Received	1519
Total Field Cases Received	705
Total Cases Processed	1446
Total Field Cases Processed	605
Total Cases Pending	2785
Total Field Cases Pending	1718

Field Office Investigative Assignments

Total Received	1063
Total Completed	1325
Total Pending	1897

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2509
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1037
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STATINTL

Overt 188 (86 - fav.; 102 - note)

Covert 11

Total	248
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OPEN OPERATIONAL SUPPORT DIVISION ACTIVITY					
TYPE OF ACTIVITY	PENDING BOM	RECEIPTS	CLOSED	PENDING EOM	FIELD MAN-HOURS
OVERT SITES	41	2	2	41	
OVER SUPPORT	94	25	11	108	
USTODIAL	0	1	0	1	
SCORT	6	2	5	3	
PECIAL INQUIRY	13	12	15	10	
PECIAL PROJECTS	5	0	0	5	
URVEILLANCES	1	0	0	1	
I SUPPORT	0	0	0	0	
ISCELLANEOUS	32	29	30	31	
UB-TOTAL 25X1A	192	71	63	200	

BREAKDOWN OF 90 DAY OLD CASES

REASON FOR DELINQUENCY	TYPE CASE		TOTAL
	COVERT	STAFF	
I CHECKS RESUBMITTED OR DELINQUENT			
AME CHECKS PENDING			
IELD INVESTIGATION PENDING			
AME CHECKS AND FIELD INVESTIGATIONS PENDING			
N VARIOUS STATES OF BEING CLOSED AT DESKS			
UTSTANDING OVERSEAS LEADS			
ODDITIONAL LEADS ASSIGNED WITHIN LAST 60 DAYS			
ISCELLANEOUS (In abeyance pending action outside division)			
TOTALS			
CLOSED 90 DAY OLD CASES			

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OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of JANUARY 19 77

1. PROCESSING TIME (For* <u>153</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS In INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	33.6	3.9	14.1	51.6

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

*This figure does not include _____ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of _____ CASES.

FORM

1008

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GROUP 1
Excluded from automatic
downgrading and
declassification

TABLE

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PTOS
DIRECTORATE

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PhySD Monthly Report JANUARY 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	<u>1</u>	<u>1</u>
Accident Reports Processed	<u>100</u>	<u>241</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>2</u>
Training Given		
Formal Full-time Programs		
Number of Students	<u>18</u>	<u>52</u>
Student Man-days	<u>18</u>	<u>143</u>
Briefing Sessions		
Number of Sessions	<u>10</u>	<u>43</u>
Number of Attendees	<u>348</u>	<u>1,171</u>
Student Man-hours	<u>690</u>	<u>2,022</u>
Special Programs	<u>0</u>	<u>2</u>
Number of Attendees	<u>0</u>	<u>2,690</u>
Safety Literature Distributed	<u>2,500</u>	<u>14,881</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>0</u>
Support Actions	<u>13</u>	<u>139</u>
Fire Drills	<u>0</u>	<u>2</u>

5. Physical Security Division Travel

Man-days on Overseas TDY	<u>60</u>	<u>376</u>
Man-days on Domestic TDY	<u>9</u>	<u>74</u>
Total Man-days on TDY	<u>69</u>	<u>450</u>

6. Physical Security Division Training

Man-hours Receiving Training	<u>560</u>	<u>1,664</u>
Man-hours Conducting Training	<u>42</u>	<u>567</u>

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
3. <u>BRIEFINGS AND SERVICES</u>		
Briefing Program		
Briefings Conducted	4	19
Personnel Briefed	24	372
<u>Training</u>		
Personnel Trained in Security Equipment (Locks, Safes, etc.)	17	55
Personnel Trained [REDACTED]	7	13
Man Hours Spent in Training	344	568
<u>Procurement</u>		
Material Requisitions Initiated	14	71
Dollar Value of Procurements Initiated	\$23,754.79	\$463,103.52
4. <u>ENGINEERING AND PLANNING</u>		
Liaison Meetings with Other Agencies	3	11
R&D Contracts Followed	8	9
Dollar Value of Contracts in R&D	735K	785K
Technical Security Division Contracts Monitored	9	10
Dollar Value of Technical Security Division Contracts	1.397M	1.415M
Visits with Contractors	6	16
5. <u>INTERAGENCY TRAINING CENTER</u>		
Weeks of Regularly Scheduled Training	1	8
Number of Students	6	48
Weeks of Special Training	0	0
Number of Students	0	0

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>12</u>	<u>441</u>
Man Days on Domestic TDY	<u>13</u>	<u>55</u>
Total Man Days on TDY	<u>25</u>	<u>496</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>23</u>	<u>163</u>
Man Days in External Training	<u>0</u>	<u>0</u>
8. <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>8</u>	<u>106</u>
Man Hours Providing Logistical Support	<u>504</u>	<u>1436</u>

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of Trends and Highlights for January 1977

FROM: [REDACTED] Policy & Plans Group
4E-70, Hqs.

EXTENSION
5311

NO.
DATE 25 FEB 1977

TO: (Officer designation, room number, and building)

DATE

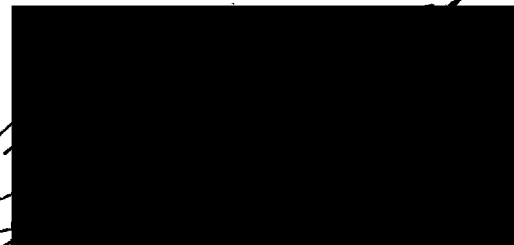
OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

		DATE		
		RECEIVED	FORWARDED	
1.	C/PPG		2/25/77	WB
2.	DD/P&M	25 FEB 1977	28 FEB 1977	K
3.	DD/S			
4.	D/S	28 FEB 1977	1 MAR 1977	✓
5.	SC/SPD C/SRD	2 March 77	2 March 77	PC
6.	C/IRG	3 March 77		ED
7.	C/ISSG	3/7/77		PA
8.	C/SSC	7 March 77		PK
9.	C/CIB C/A&TD	7 March 77		UP
10.		8 MAR 1977	8 MAR 1977	DP
11.	C/PB	10 MAR 1977		BZ
12.	C/B & F Bu		8	W
13.	C/PPG			
14.				
15.				

Your attention is directed to a new item that has been added to the DD/P&M segment entitled, Status of Funds Report. This addition lists the funding level of each Office of Security resource package (excluding personal services), obligations to date, the percentage of such obligations in relation to the total funding level, and an explanation in those cases where obligation rates vary significantly from a straight-line projection.

As this will be a regular addition to the monthly Trends & Highlights package your continuing review is encouraged.



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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of Trends and Highlights for January 1977

FROM: [REDACTED]
Deputy Director of Security (P&M)

EXTENSION

NO.

DATE 25 FEB 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

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1. DD/PTOS

1 MAR 1977

2. C/OPS/PTOS

1 MAR

3. DC/PhySD

2 MAR 1977

4. C/Phy/SD

2 MAR 1977

5. DC/TSD

6. C/TSD

4 march

7.

8. C/PPG

9.

10.

11.

12.

13.

14.

15.

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6-7 OK with the overall concept but, TSD would like a chance to get together with C/B&F to make sure that TSD figures and accounting squares with his.

At your convenience, R.T.

Shawn to C/B&F.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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Office of Security Monthly Report of
Trends and Highlights for January 1977

FROM:

Deputy Director of Security (P&M)

EXTENSION

NO.

DATE

25 FEB 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PSI

2.

C/OPS/PSI

3.

Chief PB

C/CD

4.

D/CSSD 3/21

C/SSD

5.

FOC/PSI

6.

7.

C/PPG

8.

9.

10.

11.

12.

13.

14.

15.

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Please note this item!

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FORM
3-62

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EDITIONS☐ SECRET☐ CONFIDENTIAL☐ INTERNAL
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